

***Fraternity, Sorority, & Cooperative Life***  
***Welcome Back Spring 2023 Newsletter***

**I. Administration Updates**

**A. FSCL Officer Basics Course**

1. Registration is open for the FSCL Officer Basics Spring 2023 Course on Brightspace. Please Sign Up and Complete by Sunday, January 29th by 11:59pm.
  - a) [Register Here](#)
  - b) The course will appear on Brightspace once you self-enroll with the link above.
2. This course will provide valuable information for you in a variety of content areas. Information has been included to expand your understanding of university resources, policies and procedures of FSCL and your council, as well as give you the opportunity to access resources that will help you perform your role more easily.
3. Completion of FSCL Officer Basics is tracked in organization compliance. The end of the course includes a course assessment (we value your feedback) and an honor statement regarding completion. The course has been completed when the course assessment and honor statement have been submitted.

**B. Roster Updates**

1. You should have received an email from [purduefscl@gmail.com](mailto:purduefscl@gmail.com) with your current FSCL roster. These updates are due to the office by Monday, January 16th.
2. FSCL Roster Versus Boilerlink Roster
  - a) FSCL Roster
    - (1) The official roster where members sign an agreement to allow grade releases and receive communications from the office.
    - (2) How to View: Email [purduefscl@gmail.com](mailto:purduefscl@gmail.com) or contact your office liaison.
      - (a) Members will see their submission as pending on [boilerlink form submissions](#), this means that they are active in your organization. They are only approved/denied once they are no longer members for whatever reason.
    - (3) How to add members: have that member fill out a membership form: <https://boilerlink.purdue.edu/submitter/form/start/24702>
      - (a) If a member feels that they filled out a form or had a form denied, they can also read this manual to learn how to resubmit their membership

form: <https://engagesupport.campuslabs.com/hc/en-us/articles/360018148871-Resubmittin-g-a-Denied-Submission>.

(4) How to remove members: please email [purduescl@gmail.com](mailto:purduescl@gmail.com) the members that need to be removed along with the rationale (transferred, dropped, removed, graduated, etc.).

b) BoilerLink Roster

(1) This roster is an interface for your members to be able to submit APFs and have a public facing roster

(2) This roster is not managed by FSCL and is not the official roster for which we track FSCL members

### C. Grade Reports

1. All Presidents and Advisors should have received their grade report on January 10th from Donnie Otto. If you do not have a copy, please email them at [donotto@purdue.edu](mailto:donotto@purdue.edu)
2. **CHANGE REQUESTS:** You have until Friday, January 20th, 2023, to submit any grade changes to [donotto@purdue.edu](mailto:donotto@purdue.edu) These requests need to be in writing via email.
  - a) If you are missing anyone from your grade report that had membership forms on file before December 1, 2022, we will be able to add them if missing; if they did NOT have a membership form on file before the December reporting deadline – we will NOT be able to accommodate that request. .

### D. FSCL Staff Liaisons for Spring 2023

#### 1. FSCL Staff Liaisons for IFC Chapters:

- a) **Brandon Cutler** - Acacia, Alpha Chi Rho, Alpha Epsilon Pi, Alpha Kappa Lambda, Alpha Sigma Phi, Beta Sigma Psi, Delta Tau Delta, Delta Upsilon, Evans Scholars, FarmHouse, Chi Psi, Kappa Delta Rho, Kappa Sigma, Lambda Chi Alpha, Phi Gamma Delta, Phi Kappa Sigma, Phi Kappa Tau, Pi Kappa Phi, Sigma Alpha Epsilon, Sigma Chi, Sigma Phi Epsilon, Sigma Nu, Theta Chi, Triangle
- b) **Abby Howard** - Alpha Gamma Rho, Alpha Tau Omega, Delta Sigma Phi, Phi Delta Theta, Phi Kappa Psi, Pi Kappa Alpha, Psi Upsilon, Sigma Tau Gamma, Tau Kappa Epsilon, Theta Tau, Zeta Beta Tau, Zeta Psi
- c) **Donnie Otto** - Beta Chi Theta, Beta Theta Pi, Beta Upsilon Chi, Phi Sigma Kappa, Sigma Pi

#### 2. FSL Staff Liaison for PHA, MGC, NPHC, & PCC:

- a) **Panhellenic Association:** Donnie Otto
- b) **Multicultural Greek Council:** Donnie Otto
- c) **National Pan-Hellenic Council:** Tania Pliego Torres

d) **Purdue Cooperatives:** Tania Pliego Torres

**E. Spring 2023 Fire Inspections [HOUSED ORGANIZATIONS ONLY]**

1. Each housed FSCL organization should have received the spring 2023 Fire Inspection schedule from Deputy Chief, Tony Schutter, from the West Lafayette Fire Department. If you have any questions about your fire inspection schedule, please connect with WLFD at [tschutter@westlafayette.in.gov](mailto:tschutter@westlafayette.in.gov).

**F. Emergency Contacts [HOUSED ORGANIZATIONS ONLY]**

1. Please update your [emergency contact](#) information to assist first responders with making contact during emergency situations. Contacts for house director, property management/maintenance, local housing board members are needed during these times.
  - a) For example, if you experience a pipe burst in your house over winter break, who will answer the phone and be able to help?

**II. New Member and Intake Processes**

A. If your organization is participating in Continuous Open Bidding, Membership Intake, or Recruitment for the Spring 2023 semester:

**1. Training - New Member Educators must attend their training**

- a) NPHC
  - (1) Thursday, January 19 from 6-7 PM in KRCH 238
- b) MGC
  - (1) Monday, January 23 from 6-7 PM in STEW 206
- c) IFC
  - (1) Tuesday, January 24 from 6-7 PM in STEW 214
- d) PHA
  - (1) Wednesday, January 25 from 6-7 PM in STEW 206

**2. Plan Submissions**

- a) All New Member Guidelines & Program submission will be due January 31<sup>st</sup> on [BoilerLink](#). Processes should not begin until your plan has been submitted and approved. Please direct any questions to [howadal@purdue.edu](mailto:howadal@purdue.edu) with any support you need.

### III. Programming

#### A. Meet FSCL

1. Registration has closed. For organizations that have signed up to participate, check in will begin at 5:30pm in the PMU Ballrooms

#### B. Health & Safety Initiative (HSI) Week

1. You may find the HSI Schedule and attendance requirements [Here](#).

### IV. Student Activities and Organizations (SAO)

#### A. Re-Registering Your Organization

1. All Student Organizations are required to re-register their organization once per year or whenever there is a new president, treasurer, or advisor. Please make sure you re-register as soon as possible so you are able to continue to utilize campus resources. Any questions you may have can be asked to [sao@purdue.edu](mailto:sao@purdue.edu).

#### B. SAO Bi-Annual Review Meeting with FSCL Staff

1. To be in good standing with SAO, please schedule a meeting with your office liaison to complete the annual review. About half FSCL organizations have completed this requirement.
  - a) [List](#) of Organizations that have not yet completed this requirement
  - b) [Questions to prepare](#) before the meeting:

#### C. Activity Planning Forms (APF) Guidance

1. Please review this [guidance on APFs](#) to know when you need to register an event.

### V. Save the Dates

Spring 2023

Health and Safety Initiative (HSI)	January 22 <sup>nd</sup> – January 26 <sup>th</sup>
IFC/PHA New Member Orientation (NMO)	February 26 <sup>th</sup>
Safer Sex Week	February 26 <sup>th</sup> – March 2 <sup>nd</sup>
Fraternity, Sorority Life (FSL) Honors Night	March 7 <sup>th</sup>
Fraternity, Sorority, Cooperative Leadership Institute (FSCLi)	May 7 <sup>th</sup> – May 11 <sup>th</sup>